Utah Administrative Office of The Courts
Position Announcement

Trial Court Executive
First Judicial District
Logan, Utah
Position Closes April 18, 2008

The Position

The Utah Courts are seeking an experienced administrator to serve as Trial Court Executive for the First Judicial District, based in Logan, which includes Box Elder, Cache and Rich counties. Appointed by the State Court Administrator, the position is responsible for the administration of the District and Juvenile courts which includes providing administrative support to 6 judges and managing support operations consisting of approximately 50 professional and technical staff, case management, court facilities, probation services and court security. Additionally, the Trial Court Executive develops, justifies and manages the court budget, serves as liaison with other government agencies, the bar, news media and the community.

Utah Courts

"The mission of the Utah Judiciary is to provide the people with an open, fair, efficient, and independent system for the advancement of justice under law."

Utah has a unified state court system for the operation of the appellate, district (general jurisdiction), and juvenile courts. The governance of the courts is the responsibility of the state Judicial Council which administers the system through the Administrative Office of the Courts.

The state trial courts are organized into eight judicial districts consisting of 29 counties. Administration of each district is the responsibility of an appointed Court Executive, supported by a Clerk of Court and Chief of Probation. All operations are state funded, including court facilities. The state court system and justice courts combined have approximately 1600 employees.

All judges are appointed and then stand for retention election. The 72 district court judges are judges of general jurisdiction and handle criminal, civil and domestic matters. The 28 juvenile court judges serve in the court with jurisdiction over youths under 18 years of age who violate a state or municipal law. This jurisdiction also includes cases involving abused, neglected, or dependent children. Justice courts handle traffic, misdemeanors, and small claims.

More information about the Utah Courts can be found on our website at www.utcourts.gov

Responsibilities of the Trial Court Executive

The Court Executive serves as the senior administrator in the district working closely with the Presiding Judge, Clerk of Court and Probation Chief in overseeing daily operations; as well as, interfacing with the statewide District and Juvenile Court Administrators ensuring that the best practices identified throughout the state are implemented within the district.

In addition to their the traditional management activities, a successful Trial Court Executive will possess a leadership style that fosters communication, participation and innovation at all levels of court operation, the interpersonal skills necessary to advocate and manage change in a collaborative manner, and solid organization and technical skills including case management procedures.

Qualifications of the Trial Court Executive

Candidates should hold a minimum of a bachelor's degree in public or business administration or closely related field and six years of progressively responsible management experience; or a graduate degree in judicial or public administration, law or related field plus four years of management; or an equivalent combination of education and experience.

The ideal candidate will have a collaborative management style and knowledge of court procedures including case management, human resources management practices, accounting and budgeting procedures, and information technology.

Compensation

Salary Range
$59,000 to $94,000
(as of July 1, $62,000 - $98,000)
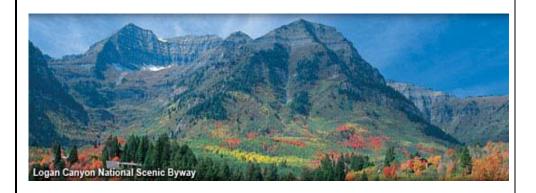Depending on experience and qualifications

Employer Paid Benefits
- Choice of 3 medical/dental plans with minimal or no employee contributions
- Life insurance
- Non-contributory, defined benefit retirement plan
- 40l(k) contributions
- Long term disability
- 11 paid holidays
- Annual and sick leave

Optional Benefits
- 401(k) plan
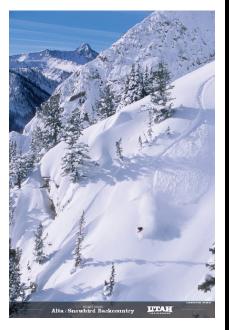- Additional life and dependent life insurance
- Accidental death and dismemberment insurance

Logan Canyon National Scenic Byway

Logan and the Cache Valley

Located in Northern Utah, surrounded by the beauty of the Cache Valley, Logan is a small town that will immediately feel as if you have come home. Logan enjoys the natural beauty of the environment as well as the benefits of being one of Utah's most family friendly communities – including a historic Main street, a thriving Utah State University with over 14,000 degree seeking students, and the feeling of being away from it all – yet only two hours from Salt Lake City. Surrounded by Logan Canyon to the east and Sardine Canyon to the west, Logan provides unparallel access to the outdoors for hiking, climbing, biking, skiing, and many more year round recreational activities at nearby Bear Lake. If your preferences run toward the less active enjoy bird watching at the Bear River Migratory Bird Refuge, then stop by the Bluebird Café for homemade chocolates and a dining trip to the past.

Alta / Snowbird Backcountry   UTAH

To Apply

Submit a resume and court application (available online at http://www.utcourts.gov/admin/jobs/) to:
Director of Human Resources
450 S. State Street
P.O. Box 140241
Salt Lake City, UT 84114-0241
Or Fax to:
801.238.7814

For More Information
801.578.3890
Or
robap@email.utcourts.gov